

UNIFORM STATE/AID/USIA REGULATIONS454.2 Home Leave in Connection with an Assignment in the United States, the Commonwealth of Puerto Rico or a Possession of the United States454.2-1 Home Leave Prior to Next Assignment

If an employee's next assignment is in the United States (or the Commonwealth of Puerto Rico or a possession of the United States if that is the employee's home leave residence), and he is eligible for and requests home leave, the leave is to be taken prior to his reporting for duty in the position to which assigned.

* An employee transferred from abroad and assigned to the United States will be granted not to exceed 15 workdays of home leave following official consultation, if any, provided however that the Personnel Director (for State and USIA) or the Assistant Administrator of the parent bureau, the Director, Office of Public Safety, or the Director, A/PA (for AID), as appropriate, or their designees, may, subject to the needs of the Service, authorize a longer period of home leave when justified by the circumstances, which may include:

- a. Need for added rest and recuperation due to service under particularly difficult circumstances;
- b. Exceptional delay of home leave due to program needs abroad;
- c. Serious personal or family problems.

Annual or sick leave to the employee's credit or LWOP, as appropriate, may be granted in addition to home leave. (See also section 433.6 on charging leave in the United States to annual leave and section 454.5-2 on combining the charges for home leave and annual leave.)

This change in policy will apply to all assignments to the United States for which travel commences after May 1, 1965.*

454.2-2 Deferred Home Leave

When home leave is authorized and a situation arises which requires the employee to report for duty immediately, the appropriate Personnel Office may authorize a deferral of the employee's home leave. In such instances, the home leave shall be taken in one continuous period and shall be completed within 6 months following the date on which the employee reports for duty in the position to which assigned.

454.3 Annual Leave in Lieu of Home Leave at Government Expense

Headquarters of State, USIA or AID may grant current accrued and accumulated annual leave, in lieu of home leave, for use in the United States (or the Commonwealth of Puerto Rico, or possession of the United States if that is the employee's home leave address) with travel at Government expense to any employee recruited abroad who has completed the required period of continuous service abroad but who has not yet accrued any home leave.

454.4 Home Leave at Personal Expense

Headquarters of State, USIA or AID may grant Foreign Service employees home leave, or combined home leave and annual leave, with travel at personal expense, subject to the provisions of section 454.1. (See sections 464.2-3 and 464.4 for granting transit time in such cases.)

454.5 Restrictions454.5-1 Leave Used En Route to the United States, Commonwealth of Puerto Rico or a Possession of the United States

Home leave, as distinguished from annual leave, may be used only in the United States, or, if the employee's designated home leave residence is outside the area of employment, in the Commonwealth of Puerto Rico or a possession of the United States. Any leave used en route to the United States (or to the Commonwealth of Puerto Rico or a possession of the United States if that is the employee's home leave residence) will be charged to annual leave, sick leave, earned compensatory time or leave without pay, as appropriate.

454.5-2 Combining Home Leave and Annual Leave

An employee will not be granted home leave in excess of the amount to his credit on the date of his departure from the post on home leave. However, current accrued and accumulated annual leave may be granted in combination with home leave in order to provide an adequate period of leave. (See section 433.6 for substitution of annual leave for home leave.)

454.5-3 Unused Home Leave

Earned home leave which is not used during a period of authorized home leave may be granted only after the employee has completed another tour of duty abroad. (See section 453.3.)